



**NOTE: Candidates for appointment in this class will be required to complete any mandated training as established by New York State.**

**COMPLETED APPLICATIONS MUST BE POSTMARKED ON OR BEFORE  
THURSDAY SEPTEMBER 15, 2022  
IN-PERSON APPLICATIONS TO BE SUBMITTED IN CITY HALL LOBBY LOCKBOX  
BY CLOSE OF BUSINESS SEPTEMBER 15, 2022 BY 4:00 PM EST**

**EXAMPLES OF WORK** (Illustrative Only): Seizes and impounds stray and dangerous dogs; destroys unclaimed and dangerous dogs and wild animals in accordance with provisions of the law; receives and answers complaints from the public regarding dog and wild animal nuisances; issues appearance summons and arrest warrants and participates in court proceedings including the preparation of reports and providing information, testimony, and evidence; enforces quarantine laws and orders applicable to dogs; attempts to locate owners of seized dogs; tranquilizes uncontrollable animals; investigates reports of cruelty to animals; reports sick or injured animals to veterinarian for corrective action; maintains records of work performed including a record of all dogs impounded, returned to owners, sold, destroyed, or otherwise disposed of; makes report to superior as required; may assist in taking a dog census; traps and captures nuisance animals; removes dead animals from public and private properties.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the laws and regulations dealing with the seizing, impounding, and destruction of stray and dangerous dogs and animals; good knowledge of the methods and procedures for handling dogs and other domestic animals; good knowledge of local geography; working knowledge of the identification features, temperaments, and characteristics of the breeds and kinds of dogs commonly found in domestic ownerships; working knowledge of safety practices in the use of firearms including tranquilizing darts; ability to meet and deal effectively with the public; ability to understand and carry out moderately complex oral and written instructions; ability to operate humane traps, mobile radios, cellular phones, and related animal control tools and equipment; ability to maintain records and prepare reports; tact; courtesy; physical condition commensurate with the demands of the position.

**SUBJECTS OF EXAMINATION:** A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Name and number checking.
2. Customer service.
3. Understanding and interpreting written material.
4. Care and handling of dogs and small animals.

**NOTE: SEE EXPANDED SCOPE STATEMENT ATTACHED**

**TEST GUIDE:** The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

**USE OF CALCULATORS IS ALLOWED**

**NOTICE TO CANDIDATES:** Unless otherwise notified, candidates are permitted to bring a quiet hand-held battery or solar powered calculator. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

**Veterans:** Disabled and Non-disabled veterans as defined in Sec. 85 New York State Civil Service Law, will have 10 and 5 points respectively added to an earned passing score on the exam. You should claim these credits when you file your application (file application for veteran's credits and present a copy of DD214 Military Discharge) but you have the option to waive the credits any time prior to appointment. If you have already used these credits, you may not use them again. **Special Notice to Active-Duty Members of the Armed Forces:** Effective 1/1/98 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**Background Investigation:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprinting check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

**Military Service Members:** If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact the Lackawanna Civil Service Commission for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.

**Saturday Religious Observer:** Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with religious observance or practice, indicate this on your application. We will make arrangements for you to take the test on a different date.

**Persons with Disabilities:** If special arrangements are required for testing, indicate this on your application.

**How to Apply:** Application forms are available in the main lobby of Lackawanna City Hall as well as outside the Lackawanna Civil Service Commission Office, 714 Ridge Road Room 213 Lackawanna, NY 14218. Applications are also available to print from home, online <http://lackawannany.gov/government/civil-service/>. Applications and payments may be:

- dropped off in-person in the lockbox located in the main lobby of Lackawanna City Hall (714 Ridge Road) by **September 15, 2022, 4:00 PM EST** OR
- mailed to Lackawanna City Hall, 714 Ridge Road, Room 213, Lackawanna NY 14218. Application and payment must be **POSTMARKED by September 15, 2022.**

**Please contact the Civil Service Office (716-827-6467, [civilservice@lackny.com](mailto:civilservice@lackny.com)) if you are unable to print an application, if you cannot pickup an application in person, or if you have any questions.**

#### **Application Fee:**

NYS has mandated that a fee of \$10 is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send check or money order made payable to: CITY OF LACKAWANNA and write the examination number(s) on your check or money order. **DO NOT SEND OR BRING CASH.** As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

**Application Fee Waiver:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you think you qualify for a fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. A copy may be obtained online (<http://lackawannany.gov/government/civil-service/>) or in person at the Lackawanna Civil Service Office, 213 City Hall, Lackawanna, NY.**

**Applying For Examinations In Multiple Jurisdictions On The Same Date:** If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

Due to Coronavirus-19 the test date is *subject to change* based on social distancing guidelines. If the date needs to change you will be able to find the information online at our website, and mail will be sent to the address on file.

**Provide Civil Service Commission in writing of any changes in address or telephone number as soon as possible. Failure to do so may lead to disqualification.** Notifying the Post Office to forward mail is NOT effective to ensure that notices for examinations or appointments will reach you. Please request a change of address form from the Civil Service Commission Office by calling 716-827-6467 or email [civilservice@lackny.com](mailto:civilservice@lackny.com). (Forms are also available online: <http://lackawannany.gov/government/civil-service/>.)

**ADMISSION TO EXAMINATION:** Notice to appear for the test will be conditional, as review of application for minimum requirements may not be made until after the written test. Call or write this Commission if you have not received your notice 3 days before the date of the test. You may not be admitted to the examination room without official notice.

BY ORDER OF:

LACKAWANNA CIVIL SERVICE COMMISSION

Original Published 08/17/2022

Revised 8/25/26

Closed 09/15/2022

## **EXPANDED SCOPE STATEMENT**

### **1. Name and number checking**

These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.

### **2. Customer service**

These questions test for knowledge of techniques used to interact with other people, to gather and present information, and to provide assistance, advice and effective customer service in a courteous and professional manner. Questions will cover such topics as understanding and responding to people with diverse needs, perspectives, personalities, and levels of familiarity with agency operations, as well as acting in a way that both serves the public and reflects well on your agency.

### **3. Understanding and interpreting written material**

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.

### **4. Care and Handling of Dogs and Small Animals**

These questions test for knowledge of the symptoms and treatments of common health problems, the food requirements and appropriate techniques and methods used in the care of dogs and small animals, and the identification of different breeds of dogs.

### **Test guide:**

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.